



Litchfield Recreation Commission

2 Liberty Way, Litchfield, NH 03052

REQUEST FOR PROPOSALS
By
Town of Litchfield, NH Recreation Commission
For
PROJECT# LRC-2009-01
Roy Memorial Park, Field Expansion Project

Responses due by: 3:00 PM EST on Friday, August 21, 2009

Contact: Litchfield Recreation Commission, 2 Liberty Way, Litchfield, NH

Email: lrc_schaffer@hotmail.com and lrc.collins@gmail.com

I. Intent

This document is intended to provide interested parties with sufficient information to prepare and submit proposals for the Project Goals listed herein associated with the current field expansion project at Roy Memorial Park, 2 Woodhawk Way, Litchfield, NH.

II. Oversight

The RFP issuance and selection process will be administered by the Litchfield Recreation Commission (hereafter referred to as "LRC") of the Town of Litchfield, New Hampshire (hereafter referred to as the "Town").

IV. Overview

Roy Memorial Park is located at 2 Woodhawk Way, in Litchfield, NH, adjacent to Albuquerque Avenue. In addition to its playing fields, the park includes a parking area, playground, some frontage along Darrah Pond, and the Town's recreation center (Talent Hall).

This RFP is issued in conjunction with the current field expansion project at Roy Memorial Park. The specific purpose of this Request For Proposals is to seek a contractor to erect fencing in specified areas and to construct softball backstops, dugouts, and related facility items. See below for specifics.

In 2007, this project's first phase began with clearing of approximately 2 acres of trees, expansion of the parking lot, and some fencing installation near the edge of the parking lot. In September 2008 the Commission had an engineering survey done which resulted in a Field Improvement Plan (Appendix A). In August 2009, field grading, leveling, infield mix installation, and sprinkler/lawn work are scheduled to be completed.

V. Project Goals

General Goals of this Request for Proposals are listed below.

Bidders may bid on any one Goal or combination of Goals of this project:

Goal 6: Installation of additional fencing to cordon off the main playing field from the driveway and parking lot.

Goal 7: Complete installation of regulation-size (per NHIAA, Babe Ruth, ASA, etc.) softball fields: fencing, fenced dugouts with raised concrete floors, all-weather benches, and fenced backstops with overhangs. There will be no outfield fencing connecting the foul lines. Infield areas will have been installed but may require additional minor reshaping depending on fencing placement. See Appendix B for more information.

It is desired that the completion of these Goals occur on or before October 1, 2009. This schedule is subject to change as practicalities dictate and per LRC decisions.

VI. Bidders Conference and Tour of Grounds

A Bidder's Conference and tour of the grounds will be held on Tuesday, August 18, 2009, from 6:00 PM until 7:00 PM at Roy Memorial Park. Attendance by Bidders is optional. This is the only planned Bidders Conference for this project. There is no intent to take minutes of this Bidder's Conference. The Park is open for inspection during daylight hours, and Bidders may enter the grounds for necessary information gathering purposes, subject to the restriction that they not interrupt or interfere with any recreational uses or construction work in progress.

VII. Submission Guidelines

Bidders must submit an original proposal along with one (1) additional complete copy of all materials of their proposal in sealed envelopes by 3:00 PM, Friday, August 21, 2009 to:

PROJECT# LRC-2009-01
Town of Litchfield Recreation Commission
2 Liberty Way
Litchfield, NH 03052

Proposals must be received in the above office by the specified time stated above. All proposals will be time-stamped when accepted. E-mail responses and faxes will not be accepted. Proposals received after the deadline will be returned unopened.

SPECIAL NOTE: Bidders must provide a performance bond for 100% of the proposed costs ONLY IF any payments will be required from the Town in advance of work performed, project task completion, or delivery of items. Proposals submitted without a performance bond, regardless of any proposed terms to the contrary, shall be considered as unconditionally agreeing that no payments shall be made by the Town in advance of work, task completion, or delivery of items under this RFP.

VIII. Proposal Content

Each proposal shall, at a minimum, contain:

A. Bidder Information

1. Provide the legal name, mailing address, telephone number, e-mail address and fax number of the Bidder and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other legal entity. A proposal by a corporation shall also give the state of incorporation, identify the principal place of business and any local office including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Bidder. Proposals should also identify any partners, persons or firms who will participate in or are parties to the development proposal and any other parties who may act on behalf of the Bidder or who have the authority to legally bind the Bidder.
2. Briefly describe the Bidder's experience and capabilities in similar recent projects.
3. An original or certified copy of proof of insurance for the Bidder for an amount of not less than \$1,000,000 in liability and workman's compensation coverage. If such coverage does not extend to subcontractors that the Bidder plans to engage for any portion of the proposed work, then similar proof of insurance must be furnished for each subcontractor.

B. Project Description

1. Provide a general overview of the proposed work, identifying which Project Goal(s) listed in section V above are being bid on.
2. Provide individually itemized costs for the proposed work, including payment schedule and terms. NOTE: Costs as proposed must remain effective for at least 90 days after the bid closing date.
3. Provide a proposed schedule for the proposed work, including any contingencies or conditions necessary for the proposed work, or that would preclude or delay that work.
4. List all warranties offered on materials and workmanship. A minimum of one year comprehensive warranty protection is required against defects in materials and workmanship, installation, movement/damage due to ice or frost heaves, and necessary corrective labor and material costs; said year to begin on the date construction is completed.
5. If desired, bidders may also submit additional information as appropriate in order to fully describe the proposed scope of work and methods of completion.

C. Other information:

1. List any anticipated necessary State or federal approvals, permits or licenses expected by the Bidder to carry out the proposed work. NOTE: Since the LRC has jurisdiction over this recreational property, other Town permits or approvals are not anticipated.

2. Identify any present or anticipated facts known to the Bidder that might reasonably be expected to adversely affect its ability to perform the proposed work, including any present or pending legal claims faced by the Bidder.

D. Proposed Contract Terms: Bidders should include their desired set of contract terms for consideration by the LRC. Note: Contract terms that are contrary to the provisions listed in this Request for Proposals, or which in the opinion of the LRC would increase the financial or legal liability or risk to the Town, may result in rejection of the Bidder's proposal.

1. While it is the intent of the LRC that bills for properly-completed work be paid in a timely manner (within 30 days of bill receipt), all Bidders must agree not to assess late fees of any sort on balances less than 90 days old or on balances in dispute.

2. The LRC shall have the authority to suspend or cancel the contract(s) awarded under this Request for Proposals at any time at its discretion, and without obligation or penalty beyond payment for work already performed and itemized non-returnable materials and goods, ordered and/or delivered prior to the cancellation/suspension date. All materials and goods will become the sole property of the Town once paid for by the Town.

3. In all matters of work and construction evaluation, the LRC shall be the final authority. Should a contractor wish to dispute any decision made by the LRC, said dispute shall first be submitted in writing to the LRC, and which shall be reviewed by the LRC at its next planned official meeting. A written response from the LRC will be provided within 30 days after said meeting.

IX. Evaluation Criteria

The LRC will evaluate proposals based on the information submitted in the responses to this Request For Proposals, any associated background or reference checks, proposed costs compared to available funding sources, and proposed schedules of work. The LRC may require interviews with Bidders to clarify certain aspects of any proposal if necessary. The LRC reserves the right to reject any and all submissions, and to make awards in the manner it deems in the best interests of the Town.

X. Miscellaneous Terms

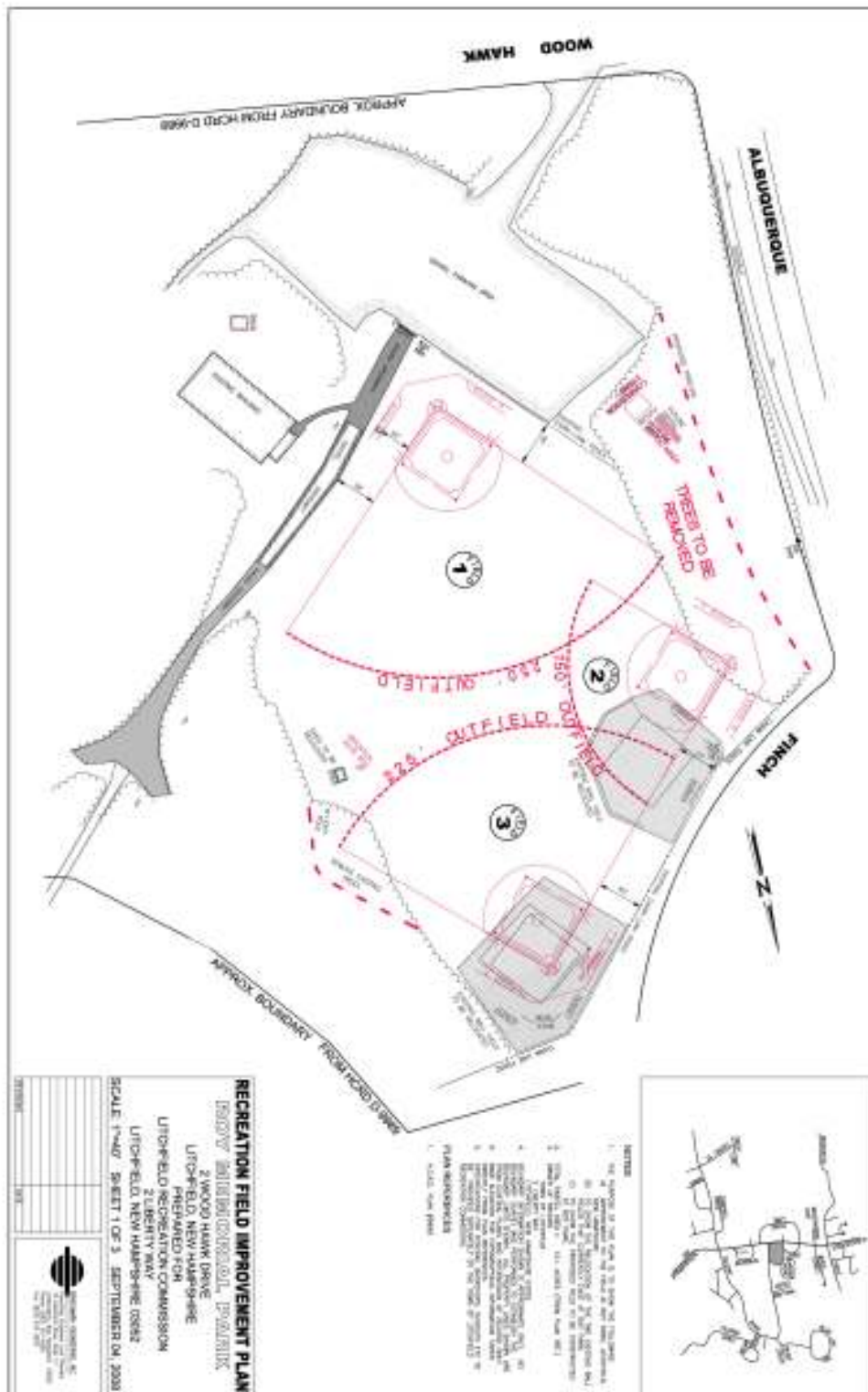
- A. Any questions or concerns regarding the RFP must be submitted in writing (e-mail preferred) to:

Town of Litchfield, Recreation Commission
2 Liberty Way, Litchfield, NH 03052
lrc_schaffer@hotmail.com and lrc.collins@gmail.com

- B. Bidders are expected to raise any exceptions, or additions they have concerning the RFP document or terms prior to the submittal deadline or within their response. If a Bidder discovers any significant ambiguity, error, or other deficiency in this RFP, the Bidder should notify the LRC and request modification or clarification of the RFP.
- C. Bidders may withdraw a proposal in writing at any time up to the proposal closing date and time. If a proposal is withdrawn before the proposal due date, the Bidder may submit modifications or another proposal at any time up to the proposal closing date and time. All proposals shall become the property of the LRC and the Town of Litchfield.
- D. The LRC reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the LRC at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the Town to do so.
- E. The LRC reserves the right to include in the contract for services other tasks and conditions not specifically set forth here, including, but not limited to, terms and conditions required by available funding sources and additional work which may be necessary or desired subsequent to the starting date of the contract.
- F. The LRC reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.
- G. Any and all expenses incurred by the selected Bidder in developing a response to this Request for Proposals shall be the Bidder's responsibility.

Appendix A – Engineering Drawing for Field Improvement Plan

Due to size limitations, the following is only an approximation of the survey document. A full-size 22"x34" version of this plan is available in PDF format as a separate document, which can be printed at any size using the freely-available Acrobat Reader. **NOTE: field, fencing, and dugout measurements, positions, etc. as shown are for illustrative purposes only; see Appendix B and C for detailed specifications.**



Appendix B – Softball Field Specifications

The minimum to be constructed for each field is intended as follows:

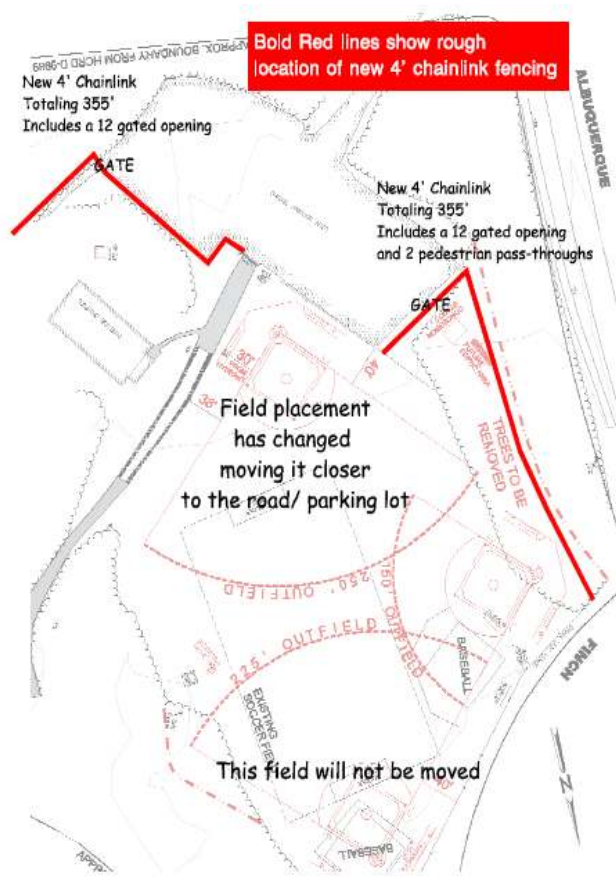
Two complete systems, for fields 1 and 2 as shown in Appendix A, intended for regulation high school-compatible softball fields. Each system will include:

1. One backstop per field, consisting of three sections:
 - a. The first section will be 15' in length, the second section will be 20' in length, and the third section will be 15' in length. Posts must be installed at a depth resistant to frost heaves.
 - b. The three sections will be connected at 45 degree angles such that the two 15' sections are parallel to each corresponding baseline at a distance of 25', and the middle section shall be no closer than 25' to home plate at any point.
 - c. All three sections will extend 16' from the ground, and then have an 8' overhang at an angle of 45 degrees.
 - d. The bottom 8' of all three sections shall be constructed of 6 gauge galvanized chain link fence, the top sections will consist of 9 gauge galvanized chain link fence.
2. Two dugouts per field:
 - a. 30' by 8' concrete pad enclosed by 8' fencing with the exception of an opening on each 30' side as shown in the diagram. Pads should protrude 2 to 4 inches above the ground and be designed to promote drainage and prevent water-puddling on the pad.
 - b. Vertical posts must extend 18" above fence line on the 30' side of the dugout abutting the field, and 6" on the other 30' side. Posts must be installed at a depth resistant to frost heaves. Each 30' side will consist of no less than 6 posts. - These posts must be a distance no more than 6' on center from each other and must be able to support a roof constructed of 2" by 6" boards / plywood and shingles. (Note: roofs are optional and are mentioned here as a load-bearing specification. If in the Bidder's opinion, these posts cannot or should not support such a roof, the Bidder is requested to provide that opinion in their bid. See below for further details on dugout roofs.)
 - c. Each dugout shall have a standard wooden or aluminum bench 20' in length with back rest centered in the dugout and anchored to the concrete pad.
 - d. A boundary fence consisting of 4' chain link fence that will extend from the end of each dugout and continue for a distance no less than 60' at a constant distance of 25' from the baseline.
 - (i) ***On field 1 only*** – the 4' fence will extend an additional 120' with 1 pedestrian pass-through as well as a lockable gate 12 wide along the right field line, separating the field from the road.

Appendix C – Other Field Fencing Specifications

1. Perimeter fencing system of 4' galvanized chain link fencing to keep motorized vehicles out of the park
 - a. On the Northwest side of the parking lot:
 - i. The first section will connect with the existing 4' fence that runs along the northwest section of the parking lot to run perpendicular to the existing fence for a distance of 72'. This section will have a locking gate (Double swinging gate) with a minimum opening of 10' located 10' from the west end of this section.
 - ii. The second section will connect with the first section and then follow the inside of the tree line maximizing the enclosed area until it connects with the existing 6' chain link fencing on the north end of the field (approximately 312' of fencing) This section is to have a pedestrian walk-through located 80' from the existing 6' fence.
 - b. On the South side of the parking lot it will consist of 355' of 4' Galvanized chain link fence that will end at the existing 6' PVC fencing (as shown in figure B-1) as well as a double swinging lockable gate for a 12' opening.

Figure B-1



Appendix D – Optional Bid Components

Bidders may optionally offer separate severable quotes for the following options.

1. A complete third backstop/dugout system as specified above in Appendix B, for field 3.
2. Roofs for all dugouts to overhang the concrete pads by 1' in each direction and to be pitched away from the field. Roofs may be of any all-weather durable fabrication and construction appropriate for permanent mounting on the dugout fence posts. If applicable, color choices shall be made available for LRC selection.